



COAMFTE

Commission on Accreditation for
Marriage and Family Therapy Education

COAMFTE EDvera Instructions

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Instructions for Accessing COAMFTE EDvera Dashboard

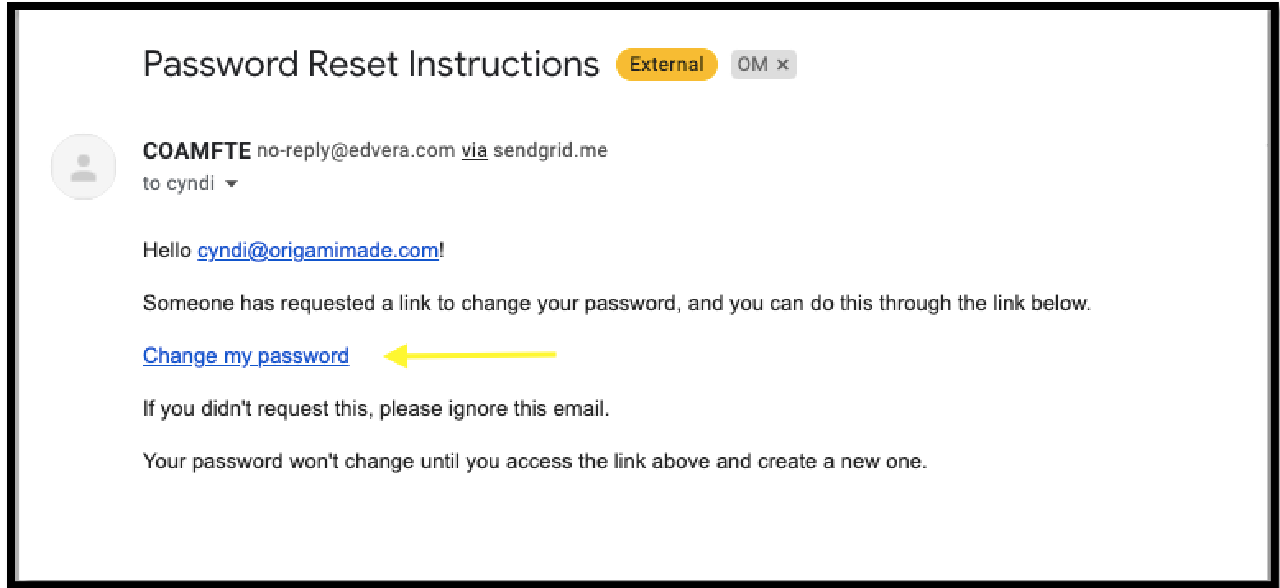
1. Go to <https://coamfte.edvera.com/> and click on the 'Forgot your password?' link.



2. Enter your email address (specifically your university email address) and click 'Reset my password'.



3. You'll receive the following email within ~5 minutes. Click on the 'Change my password' link.

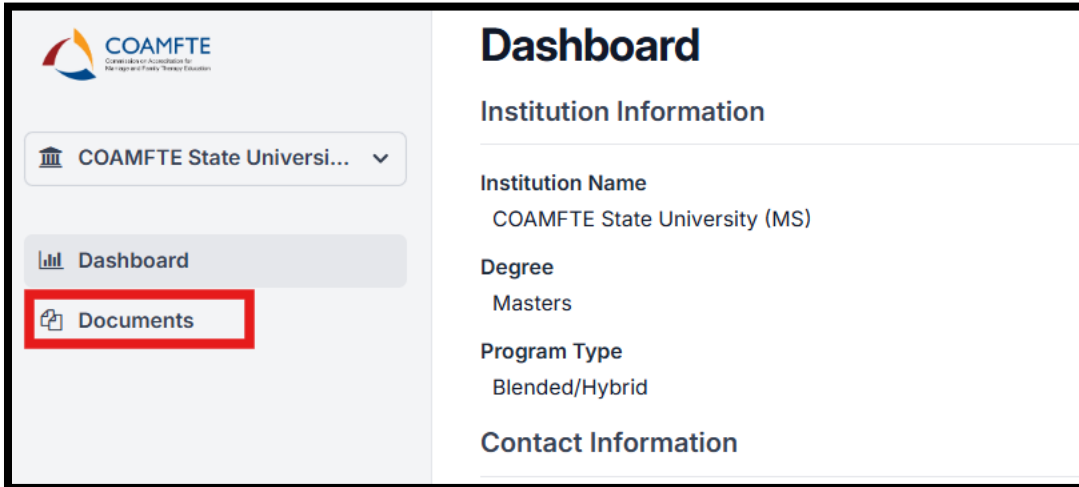


4. Enter a password of your choice (this will be your password going forward) and click 'Set new password and log me in'.

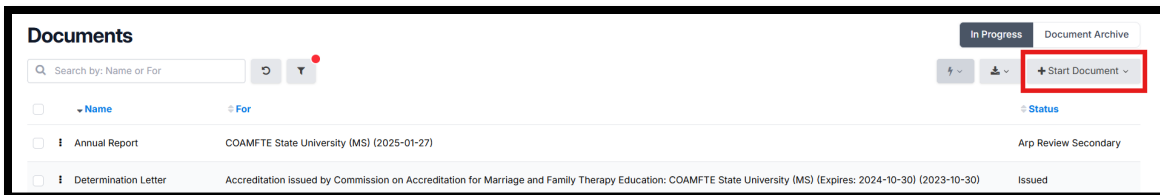
A screenshot of the COAMFTE password reset form. The header features the COAMFTE logo (a stylized 'C' composed of red, orange, and blue segments) and the text "COAMFTE Commission on Accreditation for Marriage and Family Therapy Education". Below the header, the section is titled "Set new password". A light blue banner states "Passwords must be at least 8 characters long." There are two input fields: "New Password" with a masked password "*****" and a toggle icon, and "Confirm Password" which is currently empty and also has a toggle icon. At the bottom of the form is a blue button labeled "Set new password and log me in".

Instructions for Accessing/Submitting the Annual Report

1. Once logged in, you'll land on the Dashboard. Click the "Documents" or select the following icon:



2. Click the '+Start Document' button and choose 'Annual Report' from the dropdown choices. This will open your Annual Report.



3. On the document, note that there are Save buttons at the bottom of each page. You can save your progress and come back later at any time.



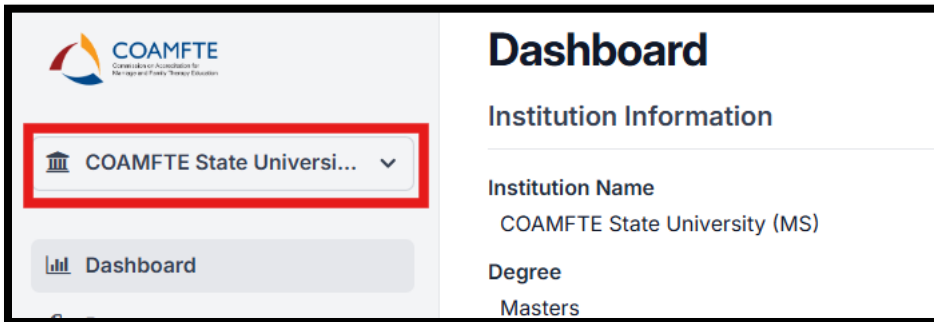
4. Once you get to the last tab of the document and you've entered all the required information, you'll click the 'Submit' button.



5. Once you've submitted the document, you will receive a confirmation message at the top of the page. Once you've submitted your document, you cannot make changes.

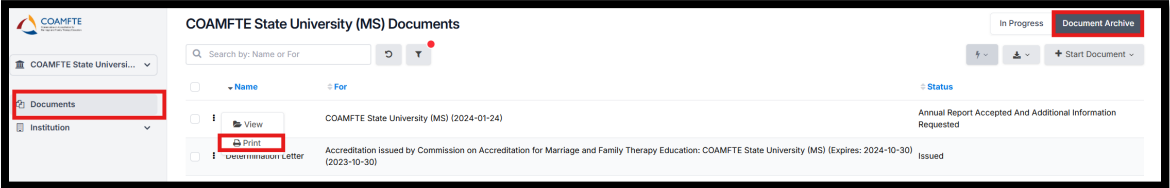


Note: If you are the Program Director for two or more programs, to submit a form for each program, click the drop-down menu in the upper left corner of the screen.

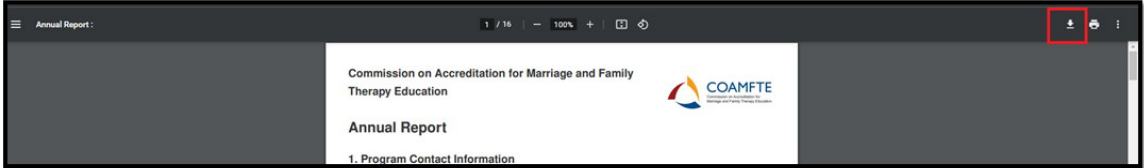


Instructions for Downloading a Copy of the Previously Submitted Documents in EDvera

- 1. Once you are logged into [EDvera](#), Click the 'Documents' menu.
- 2. Click the menu icon next to the document you would like a copy of
 - a. Note previously submitted document can be found under the "Document Archive" tab
- 3. Click "Print"

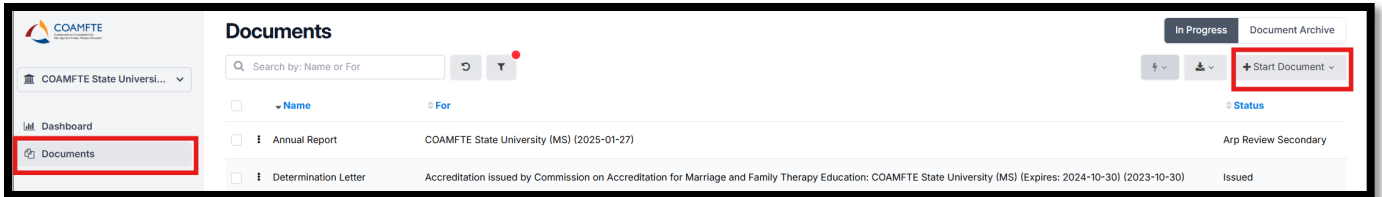


- 4. Click the download icon



Instructions for Starting/Submitting Accreditation Forms

1. Once you are logged into [EDvera](#), Click the 'Documents' menu.
2. Click the '+Start Document' button and choose the form you would like to start/submit from the dropdown choices.



Note: If you are the Program Director for two or more programs, to submit a form for each program, click the drop-down menu in the upper left corner of the screen.

